



# Separation Notice



Reason:	<b>Resigned</b> <b>Retirement</b> <b>Non-contract renewal</b> <b>Grant expired</b> <b>Quit without notice</b> <b>Discharged</b>
Current Date:	
Employee Full Name:	
Personal Email for COBRA Insurance:	
<b>Annual Leave Employees Only</b> Choose One Unused Annual Leave Options:	____ Lump Sum Settlement ____ Exhaust Annual Leave (you will no longer be eligible to receive additional leave accruals, holiday pay or any other type of paid leave (e.g. inclement weather closure). ____ Transferring leave to an approved WV State Agency
Last Physical Day of Employment:	
<b>Employee Signature:</b>	
<b>Supervisor Signature:</b>	

HR Representative Signature & Date:	
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This resignation notice will be sent to: President, Executive Vice President of Finance & Administration, Chief Information Officer, Campus Police Officer. CC to Executive Assistant to the President and Human Resources.



# Check Out Inventory



**On your last day, bring this completed form the Human Resources**

During your employment with WVU Parkersburg, you may have been issued equipment, various keys, and/or materials. The checkout list below will be your official receipt that those items have been returned to the college.

- Do not forget to remove the voicemail from your office phone and clear your office of personal items.

Take any inventory to the following locations:	Not Applicable	Representative Signature:
<b>Business Office</b> (Cellphone, etc.)		
<b>IT</b> (iPad, laptop, etc.)		
<b>Maintenance</b> (Keys)		
<b>Security</b> (Parking hang tag)		
<b>Supervisor</b> (Uniforms)		

<b>Human Resources</b> (Key card)		
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Your signature: \_\_\_\_\_

Date: \_\_\_\_\_

HR representative signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Frequently Asked Questions



## **FOR REFERENCE, PLEASE KEEP THIS PAGE:**

**Benefits Eligible Employee:** Benefits end the last day of the month of your last physical day of employment. You will be emailed COBRA information to the personal email listed on your resignation notice form with the exception of termination due to gross misconduct.

**Floating Holiday:** Floating holiday hours will not be paid out upon termination. Any floating holiday hours not used will be forfeited. An employee must work the day before and after any leave. This includes a floating holiday.

**Longevity Pay:** You may be eligible to receive a pro-rated or full longevity payment for your years of service up through and including your last physical day of employment. This will be on your last payout.

**No Hardship Repayment:** If you were hired prior to July 01, 2002, and have not had a break in service, a no hardship repayment may be applicable to you when you depart. In 2014, benefit eligible employees received an NHP based on their current regular pay. The NHP was issued so no financial hardship would be encountered by the employee. Repayment of the NHP will occur when the employee terminates employment.

**Pay Statement:** Once you are no longer an employee, you lose system access. If you would like a copy of your last pay statement, email [payroll@mail.wvu.edu](mailto:payroll@mail.wvu.edu) and they will mail it to you.

**Sick Leave Information:** Your remaining sick leave hours as of your separation date will be banked. As it stands today, if you are rehired at another WV state agency within one (1) year of your separation date, you are eligible to have all your remaining sick leave balance reinstated or transferred. If you are hired outside of one (1) year, you are eligible to reinstate or transfer up to 225 hours (30 days) of sick leave.

**W-2:** WVU Tax Services will issue your W-2 to your home address in January. If you need a duplicate, you can request this by sending an email to [tax@mail.wvu.edu](mailto:tax@mail.wvu.edu) with your name, current mailing address and birthdate. Please do not send your social security number through email as it is not secure.